



COUNTY OF HUMBOLDT

For the meeting of: 5/6/2025

File #: 25-408

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Ratify the Economic Development Agency (EDA) Grant Agreement and Amendment

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and ratify the Economic Development Division's execution of EDA grant agreement; and
2. Approve, and ratify the County Administrative Officer's (CAO) execution of EDA grant agreement amendment; and
3. Authorize the CAO to execute related documents, modifications, and amendments, subject to review and approval by County Counsel and Risk Management.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: A Diverse, Equitable & Robust Economy

Strategic Plan Category: 2001 - Promote strong economic resiliency and growth

DISCUSSION:

On Nov. 30, 2022 the Economic Development Division applied for \$70,000 in federal funding from the Economic Development Administration (EDA), with a \$73,000 county match from the General Fund, to develop a new five-year Comprehensive Economic Development Strategy (CEDS) for Humboldt County. The CEDS is a required document for jurisdictions to qualify for EDA grant funding. The county received the Notice of Award on May 1, 2023, with a period of performance ending on April 30, 2024. This timeline was subsequently extended through March 31, 2025 through a staff-submitted application.

On Dec. 10, 2024, the Board of Supervisors approved a professional services agreement with Thomas P Miller and Associates (TPMA) to assist with completion of the CEDS. After discussions with TPMA, staff determined that additional time was needed to complete necessary community engagement activities, including an additional survey, stakeholder meetings, Strategy Committee sessions, and the required thirty-day public comment period. To accommodate these efforts, staff requested another extension through the end of fiscal year 2024-25, which EDA has approved and provided an amendment for execution.

During review of the EDA agreement, an administrative oversight was identified, in which Economic Development staff signed the original agreement without receiving proper authorization. Additionally, the deadline to execute the next amendment fell before the March 31, 2025, extension expired, which did not provide enough time for the initial agreement ratification and amendment to be routed to the Board. To preserve funding and ensure successful completion of the CEDS, the CAO executed a no-cost extension, which is also being brought to your Board for ratification.

Staff are seeking Board approval to ratify the original agreement, its subsequent amendment, and authorize the CAO to execute any subsequent amendments, pending prior review by County Counsel and Risk Management. These recommendations ensure compliance while allowing the county to complete the CEDS process, maintain EDA funding eligibility, and support future economic development initiatives.

SOURCE OF FUNDING:

General Fund (1100)
EDA Grant Funding (1120-275)

FINANCIAL IMPACT:

Expenditures (1120275)	FY23-24 & FY24-25
Budgeted Expenses	<u>\$143,000</u>
Additional Appropriation Requested	
Total Expenditures	<u>\$143,000</u>

**Projected amounts are estimates and are subject to change.*

Funding Sources (1120275)	FY23-24 & FY24-25
General Fund	<u>\$73,000</u>
State/Federal Funds	<u>\$70,000</u>
Total Funding Sources	<u>\$143,000</u>

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

Ratification of the grant and the associated amendment will allow Economic Development to be reimbursed for activities related to completing the CEDS and the associated professional services agreement with TPMA in the amount of \$70,000. There is no requested increase to the grant amount or the \$73,000 in matching funds. Matching funds allocated by the Board from the General Fund, in the amount \$73,000, were included and expended in the approved fiscal year 2023-24 and 2024-25 budgets in the Economic Development Division budget 1120-275.

STAFFING IMPACT:

There are no additional impacts to staff with the approval of this item.

OTHER AGENCY INVOLVEMENT:

Economic Development Administration (EDA)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve staff recommendations. However, this is not recommended as it would severely impact the ability to complete and submit the CEDS and negate the ability for the County of Humboldt and entities existing within the county to access EDA grant funding in the future.

ATTACHMENTS:

1. CEDS EDA Agreement 2023
2. CEDS EDA Grant Amendment 2025

PREVIOUS ACTION/REFERRAL:

Meeting of: Dec. 10, 2024; Feb. 27, 2024; Aug. 22, 2023; May 18, 2021
File No.: 24-1582, 24-184, 23-393, 21-641